

## St Enoder Parish Council – Scheme of Delegation.

### 1. COUNCIL FUNCTIONS

1.1 The matters listed below are the responsibility of the Full Council:

- Adopting and changing the Council’s Standing Orders, Financial Regulations, Committee Terms of Reference and Powers and Duties of Committees;
- Approving, adopting or making material changes to the Council’s policy framework;
- Approving the Council’s Budget and the level of its precept levied on the Cornwall Council;
- Authorising borrowings;
- Authorising the incurring of expenditure not provided for within the approved Budget or otherwise permitted under the Council’s Financial Regulations;
- Appointing Council representatives to outside bodies;
- Confirming the appointment of the Clerk to the Council.
- Making, amending, revoking, re-enacting or adopting byelaws and promoting or opposing the making of local legislation;
- All other matters which must, by law, be reserved to the Full Council.

### 2 DELEGATIONS TO COMMITTEES

2.1 The matters listed below are delegated to the Council’s committees, sub-committees, working groups or panels. They must be exercised in accordance with the law, the Council’s Standing Orders and Financial Regulations and approved policy framework and may only be exercised where sufficient budgetary provision exists or can be vired from within the approved budget of the Committee concerned.

2.2 Where a sub-committee, working group or panel in lieu of exercising its delegation refers a matter to its parent committee the delegation is exercisable by the committee. Nevertheless, the committee may decide not to exercise this delegated power and may instead make a recommendation to the Council.

Service Area	Function	Committee/Panel
Allotments	Management of the St Columb Road Allotments	General Purposes Committee
Audit	Responsibility for maintaining a continuous internal audit system and Recommend to Full Council	Finance Committee
	Monitoring the implementation of recommendations/actions from the Audit Report and reporting to Full Council	Finance Committee
Budgetary Control	Recommending the	Finance Committee

	Annual Budget and resolutions for level of precept.	
	Recommending changes to Earmarked Reserves	Finance Committee
	Review fees and recommend to Full Council any changes.	Finance Committee
	Review of Employees' Salaries & Expenses and recommend to Full Council	Finance Committee
<b>Cemeteries</b>	Management of the two Cemeteries within St Ender Parish.	General Purposes Committee
<b>Clerk's Appraisal</b>	To annually appraise the Clerk.	Member from the Staffing Committee.
<b>Complaints</b>	Monitoring the complaints procedure	All Committees
<b>Development Control</b>	Commenting on planning applications referred to the Council for comment.	Planning Committee.
<b>Financial Matters</b>	Managing the Council's financial affairs	Finance Committee.
<b>Grants</b>	Award of grants to local organisations and groups and recommend to Full Council.	Finance Committee
<b>Land Management</b>	Managing and maintaining the Council's various buildings.	General Purposes Committee.
	Maintaining the Council's various areas of amenity land, play areas, recreation grounds and open spaces.	General Purposes Committee.
<b>Planning Policy</b>	Commenting on planning consultations.	Planning Committee
<b>Pension Scheme</b>	To approve employees' Pension scheme	Finance Committee
<b>Policy Issues</b>	Assisting in the development of new policies.	All committees
<b>Public Footpaths</b>	Making observations affecting public footpaths around the parish.	General Purposes Committee & Planning Committee.
<b>Risk Management</b>	Managing the Council's	Finance Committee

	risk management practices and procedures.	
<b>Staffing</b>	Reviewing & monitoring the Council's employment arrangements.	Staffing Committee
<b>Street naming</b>	To name new streets.	Planning Committee
<b>Tree issues</b>	Making observations on tree issues on Council Land.	General Purposes Committee.
	Making observations on proposals to introduce new tree preservation orders or to allow works to trees covered by an existing tree preservation order.	Planning Committee.

### 3 DELEGATIONS TO OFFICERS

3.1 The Council does not generally operate a formal scheme of delegations to officers but there are certain matters which might be regarded as routine managerial issues by some people whilst others might regard them in a different way.

3.2 The following table, whilst not comprehensive, seeks to clarify responsibility in respect of at least some of these matters. The delegations are subject to them being implemented in accordance with the law, the Council's Standing Orders and Financial Regulations, within the accepted policy framework and where budgetary provision exists or is otherwise authorised in accordance with Financial Regulations.

<b>Service Area</b>	<b>Function</b>	<b>Officer</b>
<b>Audit</b>	To maintain a continuous internal audit	Parish Clerk and the Financial Service provider
<b>Communications</b>	To deal with all press and public relations on behalf of the Council	Parish Clerk
<b>Documents</b>	To sign documents on behalf of the Council	Parish Clerk
<b>Elections</b>	To notify the Returning Officer of all casual vacancies arising in the membership of the Council	Parish Clerk

	as required by statute and to liaise with him or her regarding the conduct of elections	
<b>Finance</b>	To administer the Council's bank balances	Parish Clerk
	To maintain adequate insurance cover for the Council's activities and property	Parish Clerk

Reviewed 28<sup>th</sup> May 2024.